



BOARD OF LICENSE COMMISSIONERS

City Hall, 718 Main Street

Fitchburg MA 01420

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Nancy A. Maynard, Chairman

Daniel Sarefield

Vincent Pusateri, II

STUDENT HOUSING LICENSE IN STUDENT HOUSING OVERLAY DISTRICT

APPLICATION PROCESS

The following outlines the steps for obtaining a license for Student Housing in the Student Housing Overlay District in the City of Fitchburg.

1. Applicant files Form of Intent with the Building Commissioner to obtain opinion of Building Commissioner as to appropriate zoning location and structure and approvals to be obtained.
2. Go to Board of License Commissioner's office for application and instructions to include signing required form for a CORI review of the applicant. The completed application is then returned to the City Clerk's Office.
3. Applicant submits the following to the License Commission:
 - A. Completed application, including full name of applicant
 - B. Applicant's results of CORI review
 - C. If a corporation or partnership – Certificate of Good Standing issued by the Secretary of State
 - D. Certificate of Tax Compliance
 - E. The Form of Intent or Zoning determination letter from the Building Commissioner
4. License Commission, upon receipt of the completed application will schedule and perform a review of the application for the next License Commission meeting at which time they will vote to accept or deny the application. If accepted the Board of License Commissioners will refer applicant to the Planning Board for a special permit and site plan review.
5. Applicant submits an application to the Planning Board for necessary special permit and site plan review. The Planning Board process includes referral to various City departments for input.
6. Planning Board conducts hearing and upon issuing a decision sends a copy to the License Commission.
7. Applicant applies to Building Commissioner for necessary permits.
8. License Commission holds final hearing and issues or denies license.